



## EasyChair Submission-Guide for Authors

This guide is intended to assist you during the submission process and consists of two parts (setting up an account and submitting an abstract/paper).

### 1. Setting up an account

First, each author needs to set up an account with username and password. To do this, go to <https://easychair.org/conferences/?conf=innsbruck2023> and select "Create an account" below the Log in button (fig. 1).

Figure 1: Log in to EasyChair for Innsbruck-2023

To create your account, please follow the instructions and complete the registration process within 30 minutes (fig. 2).

Figure 1: Registration process

### Create an EasyChair Account: Last Step

Hello [REDACTED] To complete the creation of your account please fill out the following form. You should create the a within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

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Enter your personal data.

First name\*:

Last name\*:

Organization\*:

Country/region\*:

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

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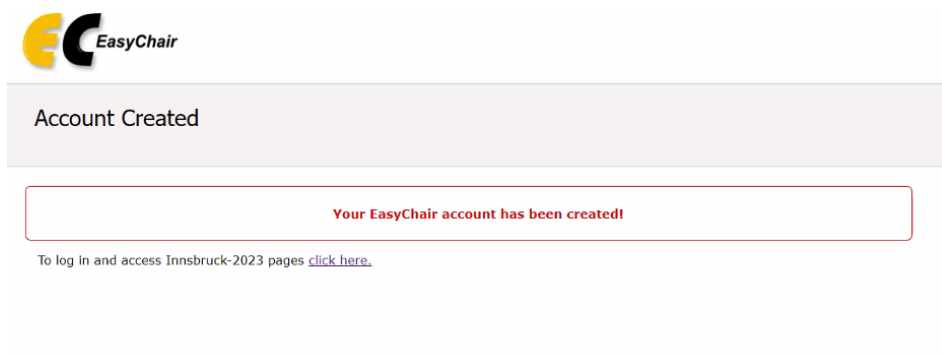
Enter your password

Password\*:

Retype the password\*:

Afterwards, you will be notified about successfully creating your account (fig. 3).

Figure 2: Successful registration



## 2. Submission of abstracts/papers

If you are logged in, you can submit your work. To do so, please click on "make a new submission" (fig. 4).

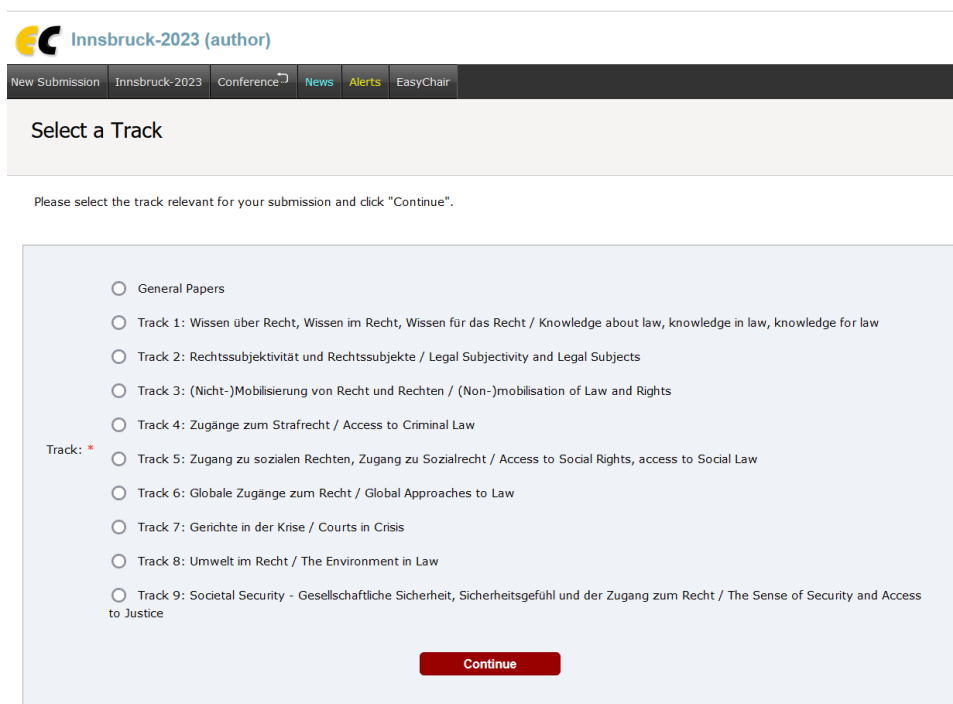
Figure 3: Start of submission



The screenshot shows the EasyChair website interface. At the top, there is a navigation bar with the EasyChair logo, the text "My EasyChair", a stack of papers icon, the "Preprints" logo with the slogan "It's easy!!!", and links for "Help / Log out". Below this is a teal navigation menu with options: "Conferences", "CFP", "VCS", "Preprints", "Slides", and "EasyChair". The main content area has a light pink background and displays the conference title "Innsbruck-2023 (5. Kongress der deutschsprachigen Rechtssoziologie-Vereinigungen)". It informs the user they are logged in and provides a link to "make a new submission".

Now you can select one of the nine tracks or submit your abstract under "General Papers" (fig. 5). A detailed description of the tracks in German and English can be found at: [https://www.recht-und-gesellschaft.info/innsbruck2023/de\\_tracks.html](https://www.recht-und-gesellschaft.info/innsbruck2023/de_tracks.html).

Figure 4: Select a track



The screenshot shows the "Select a Track" page. At the top, it says "Innsbruck-2023 (author)". Below this is a navigation bar with options: "New Submission", "Innsbruck-2023", "Conference", "News", "Alerts", and "EasyChair". The main heading is "Select a Track". Below the heading, there is a instruction: "Please select the track relevant for your submission and click 'Continue'". A list of nine tracks is provided, each with a radio button. The tracks are: "General Papers", "Track 1: Wissen über Recht, Wissen im Recht, Wissen für das Recht / Knowledge about law, knowledge in law, knowledge for law", "Track 2: Rechtssubjektivität und Rechtssubjekte / Legal Subjectivity and Legal Subjects", "Track 3: (Nicht-)Mobilisierung von Recht und Rechten / (Non-)mobilisation of Law and Rights", "Track 4: Zugänge zum Strafrecht / Access to Criminal Law", "Track 5: Zugang zu sozialen Rechten, Zugang zu Sozialrecht / Access to Social Rights, access to Social Law", "Track 6: Globale Zugänge zum Recht / Global Approaches to Law", "Track 7: Gerichte in der Krise / Courts in Crisis", "Track 8: Umwelt im Recht / The Environment in Law", and "Track 9: Societal Security - Gesellschaftliche Sicherheit, Sicherheitsgefühl und der Zugang zum Recht / The Sense of Security and Access to Justice". A red "Continue" button is located at the bottom of the list.

After you have selected the track for your submission, please enter information about yourself and, if applicable, other authors under "Author Information" (fig. 6). If you have more than one submission, you can enter the information automatically from the second submission onwards.

Figure 5: New Submission – Author Information

## New Submission for Innsbruck-2023

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by \*.

### Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

**Author 1** ([click here to add yourself](#))

First name\*:

Last name\*:

Email\*:

Country/region\*:

Organization\*:

Web page:

corresponding author

Scroll down and complete "Title and Abstract" and "Keywords". Please choose at least three different keywords and insert one per line (from 7).

Figure 6: Title, Abstract and Keywords

### Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title\*:

Abstract\*:

### Keywords

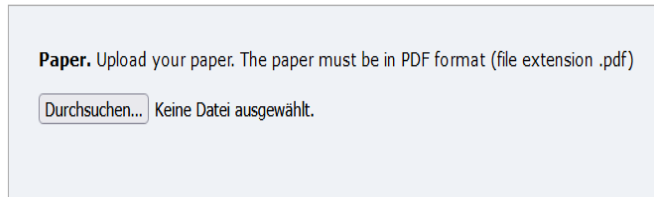
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords\*:

To complete the submission process, upload the paper and click on "Submit" (fig. 8). You will then see that your submission has been saved and you will receive a further notification of this by e-mail.

*Figure 7: Completion of submission*

Files



**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

Durchsuchen... Keine Datei ausgewählt.

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

**Submit**

### 3. Instructions for panel submissions

The conveners of the panel make an entry under their name for the panel with a short abstract. The word "Panel:" must be prefixed in the title.

The authors of all presentations in the panel submit their contribution separately. The abstract must contain the note "Belongs to Panel "<Title>" by <Conveners>" so that the entry can be correctly assigned.

**We look forward to receiving your submission and are available to answer any questions or concerns at [rechtssoziologie2023@uibk.ac.at](mailto:rechtssoziologie2023@uibk.ac.at).**